

	Lessee's Office	Sublessee's Leased Premises	Food Court	Sublessee's Storage & Support Facilities	Delivery & Distribution Facilities	Trash Compactor Areas	Elevators
<b>1 Heating/Air Conditioning</b>							
a. Maintenance	L	SL	A	L	DDC/L	A	N/A
b. Operation	L	SL	A	L	DDC/L	A	N/A
c. Air Distribution & Ventilation Systems	L	SL	A	L	DDC/L	N/A	N/A
d. Utility Expense	L	SL	A	L	DDC/L	A	N/A
<b>2 Electrical System</b>							
a. Distribution	L	SL	L	L	DDC/L	A	N/A
b. Utility expense	L	SL	L	L	DDC/L	A	N/A
<b>3 Water System</b>							
a. Distribution	L	SL	L	L	DDC/L	A	N/A
b. Fixtures	L	SL	L	L	DDC/L	A	N/A
c. Utility expense	L	SL	L	L	DDC/L	A	N/A
<b>4 Grounds Keeping Inside Fence Line</b>							
a. Grass Cutting	N/A	N/A	N/A	N/A	DDC/L	N/A	N/A
b. Weed Removal	N/A	N/A	N/A	N/A	DDC/L	A	N/A
c. Landscape Maintenance	N/A	N/A	N/A	N/A	DDC/L	N/A	N/A
d. Trash Removal	N/A	N/A	N/A	N/A	DDC/L	A	N/A
e. Inner curbs	N/A	N/A	N/A	N/A	DDC/L	A	N/A
<b>5 Pavement Systems</b>							
a. Marking/Striping and Re-striping	N/A	N/A	N/A	N/A	DDC/L	A	N/A
b. Curbs, Steps and Ramps	N/A	N/A	N/A	N/A	DDC/L	A	N/A
c. Surface holes, cracks and depressions	N/A	N/A	N/A	N/A	DDC/L	A	N/A
<b>6 Waste Disposal &amp; Recycling</b>							
a. Solid Waste, Composting, and Recycling Containr	L	SL	L	L	DDC/L	A	N/A
b. Kitchen Exhaust Hoods, Filters, Fans	N/A	SL	N/A	N/A	N/A	N/A	N/A
c. Grease Trap Installation/Maintenance	N/A	N/A	N/A	N/A	DDC/L	N/A	N/A
d. Grease Accumulation Stations	N/A	L	L	L	DDC/L	N/A	N/A
e. Grease Disposal and Transportation	N/A	L	L	L	DDC/L	N/A	N/A
f. Grease Trap Inspections	N/A	A	N/A	N/A	N/A	N/A	N/A
g. Hazardous Waste	L	L	L	L	DDC/L	N/A	N/A
h. Universal Waste	L	L	L	L	DDC/L	N/A	N/A
<b>7 Lighting Systems</b>							
a. High mast lighting installation repair and replacement	N/A	N/A	N/A	N/A	DDC/L	A	N/A
b. Ballasts repair and replacement	L	SL	L	L	DDC/L	A	N/A
c. Lamp installation, repair, replacement	L	SL	L	L	DDC/L	A	N/A
d. All lighting bulbs except LED/incandescent must be disposed of as Hazardous Waste.	L	SL	L	L	DDC	A	N/A
<b>8 Fire System</b>							
a. Sprinklers/testing	A	A	A	A	A	A	N/A
b. Alarm/detection/testing	A	A	A	A	A	A	N/A
c. Fire extinguishers	L	L	L	L	DDC/L	A	N/A
d. Alterations due to tenant construction	L	SL	L	L	DDC/L	A	N/A
<b>9 Sewage &amp; Plumbing</b>							
a. Distribution	A	A	A	A	A	A	N/A
b. Fixtures	L	SL	L	L	DDC/L	A	N/A
c. Utility expense	L	SL	L	L	DDC/L	A	N/A
d. Storm water management systems	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>10 Janitorial Service</b>							
a. Solid Waste, Recycling, & Compost Collection	L	SL	L	L	DDC/L	A	N/A
b. Freight Elevators preventive maintenance	N/A	N/A	N/A	N/A	N/A	N/A	A
c. Freight Elevator cleaning	N/A	N/A	N/A	N/A	N/A	N/A	L
<b>11 Window Cleaning</b>							
a. Exterior	L	SL	A	N/A	DDC/L	N/A	N/A
b. Interior	L	SL	L	N/A	DDC/L	N/A	N/A
<b>12 Snow &amp; Ice Removal</b>							
	N/A	N/A	N/A	N/A	DDC/L	A	N/A
<b>13 Other Maintenance</b>							
a. Personal property (FF&E)	L	SL	L	L	DDC/L	A	N/A
b. Reference Equipment List for responsible party.	L/A	SL/A	L/A	L/A	DDC/L	A	L/A
<b>14 WiFi/telecom systems</b>							
a. Installation and maintenance of lines and equipment	Permit process						
b. Build out of additional headend rooms	MAA resp for 'head end', Tenants for communication closets						
c. Support for airport community and general public end users	SmartCity (9-5 with afterhours service/oncall)						

## LEGEND:

A = Maryland Aviation Administration (Administration)    L = Lessee/Contractor    SL = Sublessee    DDC/L = Delivery Distribution Company/Lessee    N/A = Not Applicable

Note: Any maintenance responsibilities not specifically listed in this matrix are the responsibility of the Contractor, unless the Administration states in writing that it is the responsibility of the Administration.

## Footnotes: